

CITY PROPOSAL #9- COMPENSATORY TIME

6.7 An employee assigned to work overtime may elect to either be paid for such overtime worked or be credited with compensatory time, ~~except under the following circumstances: , providing that the employee makes such election during the pay period in which the overtime is worked, and provided, further, that in the event the employee requests payment for such overtime, the Department's budget can accommodate such payment. Once compensatory time off has been approved and scheduled, the employee shall be permitted to take such time off unless emergency circumstances necessitate cancellation of the time off. In such event, the employee will remain credited with the time canceled.~~

- The employee's choice of compensatory time would interfere with a department's ability to recover the cost of the overtime;
- The employee's choice of compensatory time would interfere with the department's ability to have sufficient staffing or coverage;
- The employee's choice of pay cannot be accommodated within the department's overtime budget;
- If the work is being performed for another City department or outside agency, the employee's department may choose to compensate overtime with pay or compensatory time, provided the employee is notified of the method of payment prior to working the overtime; or
- If the employee fails to request an election during the pay period in which the overtime is worked.
 - If the employee is not allowed to make the election to be paid overtime or to be credited with compensatory time under one of the circumstances cited above, the employee shall be informed of the reason for not being allowed such choice. The explanation shall be provided before the overtime is worked.

6.7.1 Once compensatory time off has been approved and scheduled, the employee shall be permitted to take such time off, unless emergency circumstances necessitate cancellation of the time off. In such event, the employee will remain credited with the time cancelled.

6.7.2 Compensatory time off credited to an employee, which is not taken within twenty-six (26) pay periods following the pay period in which the overtime is worked, shall be paid to the employee at the appropriate rate. An employee may be required to take the compensatory time off prior to the expiration of this time period, if the Department's budget will not accommodate payment of such time. An employee shall not be required to take compensatory time off during the same pay period during which it is earned.

6.7.3 Notwithstanding any other provision of Section 6.7 to the contrary, the Department Director or designee, may announce the intent of the Department to pay employees the appropriate rate for accrued compensatory time that is not used as of a date specified by the department with reasonable notice provided to affected employees. This announced intent may apply to an entire department or to a specified section(s) of a department.

~~6.7.1 Notwithstanding any other provision of Section 6.7 to the contrary, the Department Director or designee may announce the intent of the department to pay employees the appropriate rate~~

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~~for accrued compensatory time that is not used as of a date specified by the department. This announced intent may apply to an entire department or to a specified section(s) of a department. The announcement will also specify a date by which each affected employee must elect to either:~~

- ~~6.7.1.1 be paid for all accrued, unused compensatory time, OR~~
- ~~6.7.1.2 be paid for all but 24 hours of such accrued, unused compensatory time, OR~~
- ~~6.7.1.3 retain all accrued, unused compensatory time, subject to other applicable provisions of this Section 6.7.~~